**SUB-RECIPIENT DESIGN, CONDUCT, & REPORTING (DCR)**

**PERSONNEL FORM FOR CONFLICT OF INTEREST**

To maintain compliance with Federal Conflict of Interest policies and sponsor specific requirements, UCSB requires that any senior or key personnel and others who direct or can materially influence University research, or who are responsible for the design, conduct, or reporting of such research, must disclose Significant Financial Interests and, in some instances, complete Conflict of Interest training.

This form must be filled out and signed by the Sub-recipient Lead PI for every proposal submission. Completed DCR Personnel Forms must be sent to the Office of Research Conflict of Interest (COI) Coordinator. After submission of this form, each investigator will receive an email directing them to a link for the submission of their annual disclosure. If there are any difficulties in accessing this link, please contact the COI Coordinator for setup.

Email (Preferred): coi@research.ucsb.edu, 805-893-3787, <http://research.ucsb.edu/compliance/conflict-of-interest/>

Mail: Office of Research, Attn: COI Coordinator, 3227 Cheadle Hall, Santa Barbara, CA 93106-2050

UCSB Intercampus Mail Code: 2050

**Contact Information**

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| --- |
| Sub-recipient Lead PI Name (Last, First): |
| Project Title: |
| Sponsor: |
| ORBiT Record # (if known): | Administering Department at UCSB: |

As the Lead Principal Investigator at the Sub-recipient, I certify the following:

1. I have identified that I myself and the following listed Investigators meet the definition described above, and to the best of my knowledge we have all disclosed any Significant Financial Interests related to our institutional responsibilities and this research project.

Note: This list should include **all** Sub-recipient PIs, Co-PIs, and other project personnel that have responsibility for the design, conduct, and reporting of the proposed or funded research. Use additional pages as needed.

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| **Disclosure Date** | **+ or -** | **ORCOI Access** |
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Note: Possible Project Roles are Lead PI, Co-PI, Collaborator, or Other Professional.

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| **Name (Last, First)** | **Project Role** | **Email** |
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**OR Use Only**

1. I will notify the Office of Research Conflict of Interest Coordinator of any changes to this list of DCR Personnel (TBD’s) that meet the definition described in the first paragraph of this form over the life of this project.

Sub-recipient Lead PI’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**There are three ways to submit this form to the Office of Research Conflict of Interest Coordinator. 1.) Scan and email completed and signed form to** **coi@research.ucsb.edu****, or 2.) Sign and snap photo with any type of smart phone and email to** **coi@research.ucsb.edu****.**

Office of Research Use Only:

Date DCR Form received by COI Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_ Date DCR Form completed by COI Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_

Type of COI requirement(s):

 CA 700-U  NSF  PHS

 Note: Direct sponsor a government entity? If so, no 700-U disclosure is required.

 Note: Direct sponsor non-profit AND tax exempt AND educational institution? If so, no 700-U disclosure required.

 Note: All other proposals with sponsors not subject to 700-U disclosure will be subject to the appropriate Federal regulation.